

State of Idaho

Legislative Services Office

Management Report

A communication to the Joint Finance-Appropriations Committee

**BOARD OF PROFESSIONAL ENGINEERS
AND PROFESSIONAL LAND SURVEYORS**

FY 2005, 2006, and 2007

**Report IC42407
Date Issued: September 6, 2007**

Serving Idaho's Citizen Legislature

FOREWORD

PURPOSE OF REPORT

We evaluated the internal controls over financial operations of the Board of Professional Engineers and Professional Land Surveyors as part of our effort to evaluate each State agency at least once every three years. This report summarizes the results of our evaluation.

SCOPE OF WORK

The management of the Board is responsible for establishing and maintaining internal controls. We obtained an understanding of the relevant policies and procedures comprising the internal control system. We also determined whether the relevant policies and procedures had actually been placed into operation. Our intent was to indicate where internal controls could be improved in order to help ensure the Board's ability to record, process, summarize, and report financial data accurately.

AUDIT AUTHORIZATION

Reported to the Joint Finance-Appropriations Committee as directed by the Legislative Council of the Idaho Legislature, authorized by Idaho Code, Section 67-429.

ASSIGNED STAFF

Shannon Thomas, Staff Auditor

ADMINISTRATION AND TECHNICAL REVIEW

Don H. Berg, CGFM, Manager, Legislative Audits Division
Eugene Sparks, CPA, CGFM, Managing Auditor

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EXECUTIVE SUMMARY LEGISLATIVE AUDITS

BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

PURPOSE AND SCOPE. We performed certain audit procedures to evaluate the effectiveness of the Board of Professional Engineers and Professional Land Surveyors' internal control design and operation. The limited scope of our procedures does not allow us to give an opinion on the Board's internal control system. Accordingly, we do not express an opinion or ensure that all instances of internal control weaknesses were disclosed. Our purpose was to indicate where internal controls could be strengthened to help ensure accurate financial statements and data. Any findings and recommendations are intended to improve the internal control system to prevent errors, omissions, misrepresentations, or fraud.

CONCLUSION. We noted no matters involving the internal control over the Board's financial reporting or its operation that we considered to be material weaknesses. However, our consideration of internal controls would not necessarily disclose all matters considered to be a material weakness.

FINDINGS AND RECOMMENDATIONS. There are no findings and recommendations in this report or in the prior report.

AGENCY RESPONSE. The Board's management has reviewed the report and is in agreement with its contents.

FINANCIAL SUMMARY. The Board is funded by dedicated funds derived principally from licensing and examination fees. The following financial data is presented for informational purposes only.

BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

<u>Fiscal Year 2007</u>	<u>Fund 0229</u>
Beginning Cash Balance	\$583,317
Regulatory Licenses	503,550
Fines	22,957
Other Receipts	<u>1,000</u>
Total Cash Available	\$1,110,824
Personnel Costs	203,230
Operating Expenditures	295,325
Capital Outlay	<u>11,421</u>
Total Disbursements	<u>\$509,976</u>
Ending Cash Balance	<u><u>\$600,848</u></u>

OTHER ISSUES. Legislative auditors discussed other matters with the Board's management which, if addressed, would improve internal control, compliance, and efficiency.

This report is intended solely for the information and use of the Idaho Board of Professional Engineers and Professional Land Surveyors and the Idaho Legislature and is not intended to be used by anyone other than these specified parties.

We appreciate the cooperation and assistance provided to us by the executive director, David Curtis, and his staff.

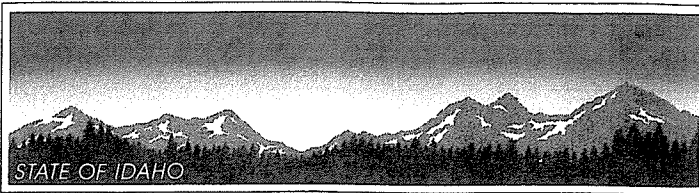
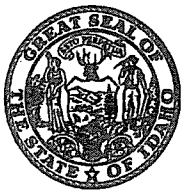
QUESTIONS CONCERNING THIS DOCUMENT SHOULD BE DIRECTED TO:

Don H. Berg, CGFM, Manager, Legislative Audits Division

Eugene Sparks, CPA, CGFM, Managing Auditor

Report IC42407

AGENCY RESPONSE



**BOARD OF PROFESSIONAL ENGINEERS
AND PROFESSIONAL LAND SURVEYORS**

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August 9, 2007

Eugene Sparks, CPA, CGFM, Managing Auditor
Legislative Services Audit
P.O. Box 83720
Boise, Idaho 83720-0054

Dear Mr. Sparks:

We have reviewed the draft of your Management Report on Internal Control over Fiscal Years 2005, 2006, and 2007 and take no exception to it. We appreciate the professional manner in which your Staff Auditor, Shannon Thomas, conducted himself.

Thank you for the opportunity to respond to the report.

Sincerely,



David L. Curtis, P.E.
Executive Director

DLC/dc:Sparks, Eugene.mis

APPENDIX

HISTORY

The State Board of Professional Engineers and Professional Land Surveyors reviews applications; conducts examinations; issues and renews certificates for professional engineers, professional land surveyors, engineers-in-training, land surveyors-in-training; and business entities that provide engineering and/or land surveying services. On July 1, 1974, the Board became one of the agencies under the Department of Self-Governing Agencies.

STATUTORY AUTHORITY

Authority for the establishment and operation of the Board of Professional Engineers and Professional Land Surveyors is contained in Title 54, Chapter 12 of the Idaho Code.

PURPOSE

The Board's purpose is to safeguard life, health, and property, and to maintain standards for registration of professional engineers, professional land surveyors, engineers-in-training, and land surveyors-in-training.

ORGANIZATION

The Board's staff includes the executive director, deputy director, administrative assistant, office specialist, and temporary employees.

The Board consists of four professional engineers and one professional land surveyor. Board members are appointed by the Governor for five-year terms.

FUNDING

The Board is self-supporting and operated with dedicated funds derived principally from licensing and examination fees.

ORGANIZATIONAL CHART

